

Ohio University – Compensation 2014
Job Family: Health Services | Career Track: Management

Promotes a healthy and productive University community. Supports and provides healthcare, health education, wellness programs, and health promotion to the University and surrounding community. Provides the community with clinical care such as physical therapy, health assessments, and mental health counseling. Organizes educational programming, distributes educational material to the community to promote healthy lifestyles. . LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Management I	Management II	Management III	Management IV	Management V
Accountabilities	<p>PEOPLE Oversees the daily activities of a group of employees performing similar work.</p> <p>Provides direction to student workers, volunteers, and other staff performing similar tasks. Advises staff and workers on proper procedures and processes. Evaluates student performance.</p> <p>OPERATIONS Ensures that the environment is safe and sanitary. Checks compliance with health and safety procedures.</p> <p>Evaluates patients and provides medical care.</p> <p>Tracks clinic activities. Maintains patient records.</p> <p>Assists management in updating procedures and policies. Makes recommendations regarding program direction.</p>	<p>PEOPLE Supervises and coordinates lower level staff work plans. Hires, trains, evaluates, and directs the work of employees.</p> <p>Manages employees who are performing related tasks.</p> <p>OPERATIONS Oversees the day-to-day operations of a program or clinic.</p> <p>Evaluates patients and provides medical care.</p> <p>Monitors employee and student performance. Evaluates student performance and knowledge. Recommends training to students.</p> <p>Develops and administers programs to serve the community. Determines goals and objectives for a small program. Evaluates program performance against goals. Coordinates and administers program staff training.</p> <p>Consults with University stakeholders on health policy development.</p> <p>BUDGET Monitors budget. Assists in the development of program budgets.</p>	<p>PEOPLE Manages, delegates, and prioritizes the work plan of a clinic or program. Sets goals and objectives.</p> <p>Guides and reviews the work of staff members to ensure that work is aligned with operational goals.</p> <p>Responsible for establishing and cultivating a work culture that is customer service oriented, productive, healthy, and valuing of diversity.</p> <p>OPERATIONS Develops the operational goals and strategy of a clinic or health program. Sets work objectives for staff to ensure that customer needs are met and goals are fulfilled.</p> <p>Oversees the development of policies and materials related to the program. Approves marketing and educational materials. Consults with employees and students on design of educational materials and activities.</p> <p>Assesses program needs based on data and outcomes. Participates in long-term planning for the program.</p> <p>Trains medical or nursing students in specialty area. Designs training program and monitors work.</p> <p>BUDGET Monitors the financial performance of a clinic. Reports on program budget. Assists in the development of department and program budgets.</p>	<p>PEOPLE Determines and aligns strategic goals with University and functional strategies. Directs the development of department work plans. Manages staff and sets operational objectives across health services.</p> <p>OPERATIONS Assists in the development of University-wide health strategies and oversees the implementation of the function-wide operational objectives and strategies.</p> <p>Designs strategies for a department or large program, such as employee wellness or community health, which support functional operational and financial objectives.</p> <p>Oversees the implementation of policies and procedures. Determines required resources and secures funding and other resources from internal and external sources.</p> <p>Collaborates with other members of the University and surrounding community to assess the community's health needs and develop appropriate programs and initiatives.</p> <p>BUDGET Forecasts, develops, and manages business plans and budget.</p>	None specified.

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Requirements	<p>Knowledge and expertise in concepts, principles, and practices of health services typically obtained through an Associate's degree in business, hospitality, or related field and 2 or more years of experience including lead and/or supervisory experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Knowledge and expertise in concepts, principles, and practices of health services typically obtained through a Master's degree in nursing, healthcare, public health, or related field and 3 or more years of experience including supervision. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Knowledge and expertise in concepts, principles, and practices of health services typically obtained through a Master's degree in nursing, healthcare, public health, or related field and 4 to 6 years of experience including significant management experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Seasoned knowledge and expertise in concepts, principles, and practices of health services typically obtained through a Master's degree in nursing, healthcare, public health or related field and 6 to 8 years of experience including experience managing a team of professionals. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	

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